

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 2275-1</b>
<b>SUBJECT:</b>  <b>SAFETY AND ACCIDENT PREVENTION PROGRAM</b>	<b>DATE OF ISSUE: 06/18/80</b> <hr/> <b>REVISIONS: 06/01/88; 02/13/90; 08/01/96</b> <hr/> <b>PREPARING OFFICE: ASSOCIATE SUPERINTENDENT</b>

**I. PURPOSE:**

To establish procedures and guidelines for implementing a Safety and Accident Prevention Program.

**II. PERSONNEL AFFECTED:**

- A. Building Administrators/Supervisors
- B. Students
- C. Staff

**III. FORMS:**

- A. Fire and Tornado Drill Report (Stock No. 8230-00)
- B. Student Accident Report Form (Stock No. 8702-00)
- C. Employee Accident Report Form (Stock No. 8702-50)
- D. Safety Check Lists

**IV. PROCEDURES:**

**A. Insurance**

The associate superintendent shall be responsible for the Safety Programs designed to ensure the security, protection and safety of students, personnel, and property of the school district.

**B. Safety Education**

The associate superintendent or designee shall be responsible for the safety education and accident prevention program for all district employees.

Each building administrator/supervisor shall be responsible for instructing the employees under his/her supervision in the safe performance of their duties.

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**C. Instruction and Drills (Fire and Tornado)**

Coordination of instruction and drills to prepare students and staff members for survival in case of either manmade or natural disturbances is the responsibility of the general director of instruction and learning and each building administrator/ supervisor.

Each building administrator/supervisor is responsible for the program activities being conducted in the building and shall be responsible for sending Fire and Tornado Drill reports to the office of the general director of instruction and learning by the 5th of each month for the preceding month.

1. **Fire Drill Report - Shall be submitted each month for fire drills required by state law.**
2. **Tornado Drill Report - Shall be submitted for drills required by Administrative Regulation No. 2275-1 to be held in September, October, and April as well as other drills deemed to be appropriate.**

**D. Civil Defense and Disaster Preparedness Plan**

The associate superintendent shall keep current and distribute to all building administrators/supervisors a Civil Defense and Disaster Preparedness Plan.

**E. Safety Check Lists and Inspection Reports**

The Safety Check Lists should be completed in the buildings by staff and validated by building administration. The check lists will be forwarded to the director of central services and facilities planning along with work orders to cover safety-related conditions which cannot be corrected with building resources. The completion of the safety checks and submission of the safety checklists should be done annually by the end of the second week in October.

All inspection reports by outside agencies concerning fire, health or safety items are to be directed to the director of central services and facilities planning for appropriate action; i.e., Topeka Fire Department, City Health Department, Shawnee County Health Department, Kansas Department of Health and Environment, Kansas Division of Industrial Safety and Health, etc.

**F. Accident Reports**

1. **The building administrator/supervisor shall be accountable for the submission of all accident reports occurring on/about the premises for which s/he has responsibility. Coordinators, foremen, or any school employee having direct supervision of students and/or school employees will obtain the appropriate report form from the building**

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administrator's/supervisor's office. For students, complete three (3) sets of the green Kansas Department of Health and Environment forms, "Student Accident Report." For employees, complete one (1) set of white USD No. 501 "Employee Accident Report Form," Stock No. 8702-50.

2. All accidents and injuries will be investigated by the building administrator/supervisor. Accident reports will be carefully reviewed for accuracy as a means to upgrade preventive measures by building administrator/supervisor. Such reports will be signed by the building administrator/supervisor and submitted within 24 hours of the accident/injury but not later than the following work day to the director of director of energy education and safety for further review and submission of accident/injury information to the USD No. 501 insurance company.
3. The building administrator/supervisor should ensure that: (a) reports are thorough and accurate, (b) adequate employee accident causes are named, (c) reasonable and preventive actions (work orders, etc.,) are taken related to the accident causality, and (d) proper follow-up of accident prevention remediation to prevent recurrence is provided.
4. The building administrator/supervisor shall be evaluated by specific safety-related criteria in his/her supervision and management of personnel such as: (a) quality, completion, timeliness of accident and fire/tornado drill reports; (b) accident frequency and remediation measures taken; (c) quality and thoroughness of all safety inspections; (d) costs of accidents together with feasible remediation actions, and (e) safety prevention training programs initiated for students and staff.
5. The director of energy education and safety will receive all three (3) green Student Accident Reports, noting date received and reviewing for accuracy, action taken, witnesses, etc., as appropriate. Building administrators/supervisors may assist parents/ guardians of students with accidents by referral to the Board of Education insurance officer who provides instructions and forms for student accident claims.

The director of energy education and safety will receive the top three (3) pages of the Employee Accident Report Form Packet (Stock No. 8702-50). The reporting administrator/supervisor will KEEP the bottom goldenrod copy. The director of energy education and safety or a member of the Safety Committee will scrutinize the report, sign, and date as "person who reviews accident report." The original (white) copy and the yellow copy will be forwarded to the Business Office for purposes of reporting the employee's accident to the insurance company for workers compensation. The pink copy will be retained by the

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**director of energy education and safety for inclusion in the employee's personnel file. A copy will be retained by the Safety Committee for: (a) dissemination to the building administrator's/ supervisor's evaluator, or (b) follow-up actions by the Safety Committee as appropriate.**